

# Agenda

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## Edinburgh Meeting House Management Committee

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Henry S. Thompson, Convenor

Thursday 13 July 6:30 p.m., in 7 Victoria Terrace

1. [Date and time of next meeting](#)
2. [Matters arising](#)
  - 2.1. [MHM\\_2023-06-06](#) 1 Next meeting
  - 2.2. [MHM\\_2023-04-20](#) 6a bullet 3: Staffing
  - 2.3. [MHM\\_2023-04-20](#) 9c: Fabric and maintenance
  - 2.4. [MHM\\_2023-06-06](#) 3.2 PAT Testing
  - 2.5. [MHM\\_2023-06-06](#) 3.3 Risk management strategy
  - 2.6. [MHM\\_2023-06-06](#) 6.2 Ongoing staffing issues
  - 2.7. [MHM\\_2023-06-06](#) 6.2 Ongoing staffing issues
  - 2.8. [MHM\\_2023-06-06](#) 8.2 Email issues
  - 2.9. [MHM\\_2023-06-06](#) 9 Fabric and Maintenance
  - 2.10. [MHM\\_2023-06-06](#) 9.2.1 Meeting room wifi
  - 2.11. [MHM\\_2023-06-06](#) 9.2.2 Glazing in flats
  - 2.12. [MHM\\_2023-06-06](#) 9.2.3 Emergency phone in lift
  - 2.13. [MHM\\_2023-06-06](#) 9.3 Carpets
  - 2.14. [MHM\\_2023-06-06](#) 9.4 Signage
3. [Convenor's report](#)
4. [Manager's update](#)
  - 4.1. [Risk Management Strategy](#)
5. [Victoria Terrace affordability group update](#)
6. [Staffing](#)
  - 6.1. [Additional Meeting House Assistant](#)
  - 6.2. [Additional casual staff](#)
7. [Room hire & marketing](#)
  - 7.1. [Quaker weddings: Griffiths/Lawrence](#)
8. [IT](#)
  - 8.1. [Email issues](#)
9. [Fabric and maintenance](#)
  - 9.1. [New committee member?](#)
  - 9.2. [Large projects on hold](#)
  - 9.3. [Ongoing issues](#)
    - 9.3.1. [Meeting room wifi](#)
    - 9.3.2. [Glazing in flats](#)
    - 9.3.3. [Alarm callout phone](#)
10. [6 Upper Bow](#)
11. [Time without staff](#)
- A. [Action items](#)